



## MOSELEY, KINGS HEATH AND DISTRICT U3A

### **Executive Committee: Role Description for TREASURER**

#### **A. General Responsibilities**

To uphold the aims and objectives of the Moseley, Kings Heath and District U3A as a member of the Executive Committee, helping to provide members with a facility to continue their educational, social and creative interests in a friendly and informal environment.

To work in a participative, supportive and collegiate way with the Executive Committee and other volunteers to ensure our U3A operates smoothly and efficiently.

#### **B. Role**

1. To provide stewardship of the U3A's finances on behalf of the Executive Committee
2. To ensure that the U3A funds are employed for the purpose for which they were given
3. To provide an accurate picture of the U3A's income and expenditure for the Executive Committee and the membership

#### **C. Main Responsibilities**

1. To provide continuing oversight of the financial transactions of the U3A during the year
2. To authorise payments from U3A funds within agreed limits
3. To keep records, appropriately detailed, of incoming and outgoing funds
4. To prepare the end-of-year accounts, including details of income and expenditure, together with an Annual Report of the U3A's financial situation
5. To ensure that financial reserves are kept at an appropriate level, and are sufficient to meet expenditure without having recourse to borrowing
6. To lead the Finance Sub-Committee and, in conjunction with it, prepare, review and contribute to documents related to the U3A's finances, as required by the Executive Committee

D. Maximum tenure of office (Elections at the AGM: May): 6 years